

SAMPLE LETTER TO THE BOARD

Try to limit your letter to documents you know are missing, or that you want to bring to the board's attention. **You MUST use your FULL social security number on your cover letter and any document that does not already contain it.** This is because all correspondence has to be scanned into the EMPRS system and it can only be done by SSN.

DD MMM 17

From: "Rank" John P. Jones, USN, Social Sec.# (Full SSN)/ Designator
To: PRESIDENT, FY-18 SUBMARINE CO/XO SCREEN BOARD (#350)
PRESIDENT, FY-18 SUBMARINE DH SCREEN BOARD (#146)
PRESIDENT, FY-18 SUBMARINE MC SCREEN BOARD (#145)
PRESIDENT, FY-18 SUBMARINE LDO DRYDOCK SCREEN BOARD (#147)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) SECNAVINST 1420.1 (series)

Encl: (1) Fitness Report for the period 06NOV01-07OCT31
(2) Navy Commendation Medal Award Citation
(3) Letter of Recommendation from RADM I. M. Saylor

1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY18 SUBMARINE (CO/XO, DH, MC, OR LDO) SCREEN BOARD(#350, #146, #145, OR #147).

(Remove this and replace with your
actual signature)
JOHN P. JONES

I HIGHLY RECOMMEND YOU EMAIL YOUR PACKAGE TO CSCSELBOARD@NAVY.MIL. IF YOU CHOOSE TO MAIL YOUR PACKAGE VIA REGULAER MAIL – PLES AE FOLLOW THE GUIDANCE BELOW.

MAIL YOUR PACKAGE EARLY!!! Correspondence for a statutory promotion selection board **MUST** arrive in the board spaces (NOT the base mail facility) by the day BEFORE the board's convening date. Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. We HIGHLY recommend that you ensure that your package arrives at least a week prior to the board's convening date. Due to increased security, ALL routine correspondence sent to NPC is routed through the base's central mail facility. Just because the base mail facility signs for a package does not mean it has made it to the board. It will take approximately 2 additional days for correspondence to be checked, sorted, forwarded to the Customer Service Center, and **THEN** to the appropriate board. Certified or registered mail is also **NOT** recommended as they add several days to the US Postal Service processing time for the letter.

Correspondence to ALL Statutory Promotion Selection Boards is to be mailed to the following ADDRESS:

**Navy Personnel Command (NPC) Customer Service Center
President, FY-18 Submarine CO/XO (DH, MC, OR LDO) Screen
Board #350 (#146, #145, OR #147)
5720 Integrity Drive
Millington TN 38055-0000**

Correspondence to Selection Boards may also be emailed to the following:

cscselboard@navy.mil

Check the status of your submission via the below link:

https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html

Submarine Administrative Board Numbers:

Submarine CO/XO Screening – Board #350

Submarine DH Screening – Board #146

Submarine MC Screening – Board #145

Submarine LDO Drydock – Board #147